LIBRARY PARAPROFESSIONAL

Qualifications:

- High school diploma.
- Minimum experience as determined by the Board.
- Demonstrated proficiency in oral and written communication and ability to assist with instructional activities.
- Clerical aptitude, good word processing skills, and knowledge of information technology.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Primary Function:

To provide support services inherent to the effective operation of the school media center under the direction of the media specialist.

Direct Report:

Principal

Specific Duties and Responsibilities:

- Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
- Assists students in locating reference materials.
- Assists students in making proper use of media center equipment and materials.
- Shelves library materials.
- Handles library mail and types correspondence and reports.
- Processes new books, magazines, and other media materials. Catalogs and files learning materials.
- Distributes schedule of the use of the media center and its materials and equipment.
- Assists in preparing and maintaining special educational displays.
- Reads to small groups of students and listens to individual students read.
- Operates the circulation desk, maintains circulation files, and handles overdue library loans.
- Repairs library materials as necessary.
- Duplicates learning materials as requested.
- Performs other duties assigned by the Superintendent of Schools, Assistant Superintendent, or required by law, code, regulation, and/or Board policy.

Terms of Employment:

Salary and work year to be determined by the Board of Education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of noncertified staff.

Board Approved:

October 2008

Revised:

Revised July 25, 2022